

Print**Public Events Permit Application - Revised 2022 - Submission #84331****Date Submitted: 7/7/2023**Page not
found**Please select the type of event you are proposing?**

- ☒ Parade
- ☐ Bike Race
- ☐ Marathon
- ☐ Fun Run
- ☐ Parking Lot Party
- ☐ Concert
- ☐ Carnival
- ☐ Festival
- ☐ Other

**If other, please explain the type of event
you are proposing****Please select all that applies to your proposed event**

- ☒ Closing or impacting a public street, sidewalk, or trail
- ☒ Impacting or hindering the regular flow of traffic
- ☒ Blocking or restricting city-owned property
- ☐ Sale or distribution of merchandise, food, or beverages on city-owned property
- ☐ Erection of a tent equal to or greater than four hundred (400) square feet in area
- ☐ Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers
- ☐ Placement of portable toilets on city-owned property
- ☒ Have an impact on public safety

**If your event WILL NOT have an impact on public safety please explain why you feel
that way***

as it is a homecoming parade we can only be as careful as the spectators are



If the answer is YES to any of the below requests the application must be approved by city council and must be submitted at least 90 days before the event is to begin.

Any marketing published before the event is approved by city council is at the risk of the event organizer.



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Will street closures be required?*

☒ Yes ☐ No

If yes, please provide details:

we will leave HMS and end at BHS

Are you requesting the city to waive fees associated with police services?*

☐ Yes ☒ No

If yes, please provide number of officers and hours requested:

Are you requesting the city to waive fees associated with fire services? *

☐ Yes ☒ No

If yes, please provide number of fire personnel and hours requested:

Are you requesting the city to waive fees associated with the rental of city facilities? *

☐ Yes ☒ No

If yes, please provide the facility and hours requested:

If the answer is yes to any of the above questions, is this submittal at least 90 days before the event date?

☐ Yes

☒ No

If the answer to all of the questions is no, is this submittal at least 60 days before the event date?

☐ Yes

☐ No

First Name*

cecilia

Last Name*

mason

Address1*

1130 Marc St

Submit a site plan showing the area where the Public Event is to be held, including the following:

1. The location of parking areas available for patrons under the operator's control;
2. Location of proposed additional parking;
3. Location of entrance, exit, and interior roadways and walk;
4. Street closures proposed;
5. Structural elements proposed (bounce houses, booths, etc.);
6. Location of all first aid stations and emergency medical resources;
7. Location, type, and provider of restroom facilities;
8. Location and description of water stations;
9. Location and number of food stands, and the types of food to be served if known;
10. Location, number, type, and provider of solid waste containers;
11. Location of any tents;
12. Location of operator's headquarters at the gathering;
13. A plan to provide lighting adequate to ensure the comfort and safety of attendees and staff, if event is being held in non-daylight hours;
14. If loudspeakers are to be used, the location and orientation of those speakers shall be shown.

Upload Site Plan*

BHS Homecoming Parade.docx

Please ensure nothing is blocking the street so that an emergency response vehicle may get to the area in the event of an emergency.

First Name**Last Name**

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Address1

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City

State

Zip

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Phone:

Upload Agreement No file chosen

Submit a certified copy of the agreement
between the promoter and the property owner.

Public Event Name*

BHS Homecoming Parade

Type and purpose of event:*

The annual BHS Homecoming Parade

Estimated number of attendees:*

200

Start Date/Start Time:*

10/2/2023

6:00 PM

End Date/End Time:*

10/2/2023

7:45 PM

Will there be entertainment?*☒ Yes☐ No**If yes, please provide details:**

the floats - as of now do not have a list

Will amusement rides be present?*☐ Yes☒ No**If yes, please provide details, including
name and address of company:****Will alcohol be served?***☐ Yes☒ No

**If yes, please provide type of alcohol
(beer, wine, mixed beverages)**

Will there be food service?*

☐ Yes

☒ No

Plans for solid waste:*

should not be any

Plans for restroom facilities, including number of restrooms:*

event will not be very long - have not had in years past

Please provide details of plans to control access to event:*

as in years past- patrons will park in school parking lots or other lots and side streets - have volunteer walking with the parade to make sure no one is running out in front of the vehicles - make sure floats handing out candy and not throwing it

Please provide details for event security:*

we will have Project Celebration Volunteers to assist and if we are required more we can request it

Please provide details for event first aid/medical:*

we are going to speak with FD/PD about being in the parade and also an Ambulance

Please provide details of parking plan:*

as in years past- patrons will park in school parking lots or other lots and side streets

Name of Insurance Company:

Address1



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City	State	Zip

Phone:	Contact Person:

Policy Number:	Upload Insurance Certificate:
	<div>Choose File No file chosen</div>

E-signature*

By submitting this permit application I agree that all information included is correct to the best of my knowledge. I agree to adhere to all of the rules and regulations laid out in this Public Events Permit. If any changes are made between the time I file this permit and the date of the event I will contact the City concerning those changes and abide by the City’s decision regarding those changes.

☒ Agree

☐ Disagree

Signature

Cecilia Mason - President Project Celebration Class of 2024



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